

# JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102  
415-865-4272 Telecommunications Device for the Deaf Web site: [www.courtinfo.ca.gov/careers](http://www.courtinfo.ca.gov/careers)

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** EXECUTIVE ASSISTANT / ADMINISTRATIVE SECRETARY  
**LOCATION:** SAN FRANCISCO, CA  
**JOB REQUISITION:** 2833

### OVERVIEW

The Administrative Secretary position with the Information Service Division of the Administrative Office of the Courts performs full range of executive and administrative duties in Executive Assistant role to the Assistant Division Director and staff in the Enterprise Applications Development Unit. This position may be called upon to provide leadership and direction, including instructing other support staff on unit specific secretarial tasks; and organizing and coordinating work on complex unit projects.

### RESPONSIBILITIES

- Prepare and distribute reports, correspondence, and other documents
- Follow policies and procedures; completes administrative tasks correctly and on time;
- Draft routine correspondence, respond to telephone inquiries, organize, maintain and update files and records;
- Coordinate the preparation and provision of materials and binders for meetings and programs;
- Prepare agendas, draft memoranda for meeting notices, and take and disseminate meeting minutes;
- Provide reception services for the unit
- Provide direction to other support staff on various administrative tasks;
- Take lead responsibility for organizing and coordinating work on complex projects
- Review completed materials for compliance with the AOC's style guides and manuals;
- Maintain complex calendars; screen calls; make appointments; handle arrangements for travel, meetings, conferences, etc.
- Process time sheets, expense reports, and other forms;
- Receive, sort, and distribute mail and packages; and
- Perform other duties as assigned

### QUALIFICATIONS

Minimum Qualifications:

Equivalent to graduation from high school, the ability to type 55 words per minute, and three years of secretarial experience that included organizing and coordinating secretarial and administrative support functions.

OR

One year as a Secretary II with the judicial branch.

Desirable Qualifications:

- Extensive experience and advanced proficiency with the following Microsoft applications: MS Word, Excel, PowerPoint, and Microsoft Access, MS Visio.
- Experience supporting Executive Level staff.

## **HOW TO APPLY**

To ensure consideration of your application for the earliest round of interviews, please apply immediately. This position will remain open until filled. To complete an online application, please visit our Web site at <http://www.courtinfo.ca.gov/careers> and search for job requisition number 2833. This position requires the submission of our official application.

OR

To request a printed application, please visit:

Administrative Office of the Courts  
455 Golden Gate Avenue, 7th Floor  
San Francisco, California 94102-3660

## **PAY & BENEFITS**

**SALARY RANGE:** \$3,902-4,741 per month  
(Starting salary may vary between \$3,902-4,292 per month)

Some highlights of our benefits package include:

- Medical/Dental/Vision Care benefits program
- 13 paid holidays per calendar year
- 1 personal holiday per year
- Choice of Annual Leave or Sick/Vacation Leave
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 457 and/or 401K deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long-Term Care Program
- Group legal services plan

**The Administrative Office of the Courts Is an Equal Opportunity Employer.**

**Supplemental Questionnaire**  
**for**  
**EXECUTIVE ASSISTANT / ADMINISTRATIVE SECRETARY**  
(Job Req. 2833)

**Your answers to this supplemental questionnaire must be returned with your application in order for your application to be considered for review. The questionnaire is intended to provide more detailed information about your work experience and will allow us to better assess your qualifications. In each of your responses, please indicate for which employer you performed these functions.**

1. Please describe your experience supporting management/executive level staff.
  
  
  
  
  
  
  
  
  
  
2. Please describe your experience with drafting correspondence, letters, memos, etc.
  
  
  
  
  
  
  
  
  
  
3. Describe your experience prioritizing work (e.g., when given multiple assignments that have the same deadline).
  
  
  
  
  
  
  
  
  
  
4. Please describe the scope and extent of your software experience and level of proficiency (e.g. "Beginner", "Intermediate", "Advanced", or "None"). Please include, MS Word (including mail merge), MS PowerPoint, MS Outlook (including calendaring) and MS Excel.